Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 10 February 1954

FROM : Chief, Space, Maintenance and Facilities Division

SUBJECT: Report of Operation by the Space, Maintenance and Facilities Division during the month of January 1953 and January 1954.

Volume:		1953	1954
1.	Requests for services processed during the month of January.	1	
	A. New requests by memorandum or requisition B. On hand prior to January 1	254 14 268	112 <u>37</u> 149
	C. Written orders placed with GSA D. Written estimates to GSA E. Number on hand as of 31 January F. On hand 60 days or more and not yet submitted	162 16	7 6 58 48
	GSA	0	•
2.	Funds obligated during the month of January		
	A. Routine alterations and installations B. Estimated cost of Item C C. Estimated cost of other allotments (09)	\$18,625. 10,792. 75. \$29,492.	\$34,262.12
	D. Protective service (GSA Guards) E. Laborers and Trucks (ESA)	\$102,1 5 0. 5,333•	
3.	Sums paid to GSA during September 1953		
	A. Alterations and installations B. Guards C. Laborers and Trucks D. Firemen Janitorial E. Elevator	\$29,288. 100,049. 3,141. 1,790. 40.	\$3,427.05 103,136.52
		\$134,308.	\$106,563.57

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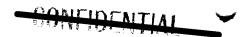
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4. W	ork Load Status					
A. B.	Orders submitted Verbal	to GSA non-reimbursable	20 300	5 200		
c.	Inter-office memorandum Inter-agency letters		53 15	29 5		
D.	. Space moves during January Total personnel moves Estimated cost		-8 247 \$ 4,778	13 285 \$7,019.60		
E.	E. Number of requests on which orders have been placed but work has not been completed.					
	30 days old 20 days old 10 days old 11 day	3 5				

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